

Fill-in Announcers - User Manual

<http://www.wbgo.org/start>

Click "Fill-in Announcers & Special Programming" and log in with your credentials.

Preamble:

By creating a **Special Programming entry** you can swap out the On Air host with a Fill-in announcer of your choice.




Creating a Special Programming entry:

1 Under Create Content, click "WBGO Program Special" link.



2 Enter the title of the show.



Mid-Day Jazz with Rhonda Hamilton

[View](#) [Edit](#)

Use Program Description field to override live schedule.

Title: *

Mid-Day Jazz with Rhonda Hamilton

[▶ Revision information](#)

3 Click the “Browse...” button to select an image. Then click the “Upload” button. You can find prefabricated images of the announcers on the F drive under F:\Special Program\



Thumb:

[Browse...](#) [Upload](#)

Maximum Filesize: 1 MB
Allowed Extensions: png gif jpg jpeg

Before uploading, you must crop Thumb image to 70 x 53px. Or you can upload a default thumb from F:\Special Program

4 In Program Description, enter the times of the show. This is purely for window dressing and does not affect any backend calculations.



Program Description:

Weekdays 10am - 2pm

5 Select the correct schedule for the appearance of the item on the homepage.

Schedule
Use 24-hour clock for time...
From date: *

Format: 2015-04-03 Format: 14:43
To date:

Format: 2015-04-03 Format: 14:43

6 Check the box “is fill-in”. Select the appropriate entries from the Show dropdown list and the Announcer dropdown list.

☒ is fill-in
Show:
 ▼
Announcer:
 ▼

7 Click on “Scheduling options”. Enter the date to unpublish this item. This is for good housekeeping to make life easier for other people using this system.

▼ Scheduling options
Publish on:

Format: 2015-04-03 14:43:28. Leave blank to disable scheduled publishing.
Unpublish on:

Format: 2015-04-03 14:43:28. Leave blank to disable scheduled unpublishing.

8 Click “Save”.



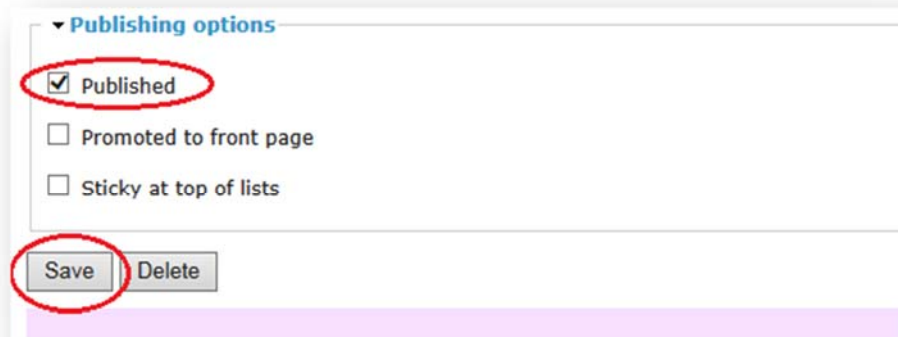
Using an existing entry:

The most efficient way to create a Fill-in Announcer entry, is to use an existing unpublished entry. Under Edit Content, click “WBGO Program Special” link. This brings up the list of existing entries. Make sure the existing entry says “No” under the Published column. Then click the “edit” link.

The screenshot shows the WBGO Jazz 88.3FM website. The sidebar on the left has a menu with 'Edit Content' expanded, and 'WBGO Program Special' circled in red. The main content area is titled 'Edit Program Special' and includes a 'Published' dropdown menu set to '<Any>' and a 'Search title' input field. Below this is a 'Bulk operations' section with a dropdown menu set to '- Choose an operation -' and an 'Execute' button. The main part of the page is a table of existing entries.

<input type="checkbox"/>	Title	Announcer	Author	Published	Schedule	Edit	Delete
<input type="checkbox"/>	Afternoon Jazz with Michael Bourne	Eulis Cathey	admin	Yes	Mon, 04/06/2015 - 2:00pm - 6:30pm	edit	delete
<input type="checkbox"/>	Mid-Day Jazz with Rhonda Hamilton	Lezlie Harrison	admin	No	Thu, 04/02/2015 - 10:00am - 2:00pm	edit	delete
<input type="checkbox"/>	The Checkout Live at Berklee		admin	Yes	Wed, 04/01/2015 - 8:00pm - 9:00pm	edit	delete
<input type="checkbox"/>	Mid-Day Jazz with Rhonda Hamilton	Lezlie Harrison	admin	No	Wed, 04/01/2015 - 10:00am - 2:00pm	edit	delete
<input type="checkbox"/>	Mid-Day Jazz with Rhonda Hamilton	Lezlie Harrison	admin	No	Tue, 03/31/2015 - 10:00am - 2:00pm	edit	delete
<input type="checkbox"/>	Mid-Day Jazz with Rhonda Hamilton	Lezlie Harrison	admin	No	Mon, 03/30/2015 - 10:00am - 2:00pm	edit	delete
<input type="checkbox"/>	Morning Jazz with Gary Walker	Daniel Karcher	admin	No	Mon, 03/30/2015 - 6:00am - 10:00am	edit	delete
<input type="checkbox"/>	Mid-Day Jazz with Rhonda Hamilton	Lezlie Harrison	admin	No	Fri, 03/27/2015 - 10:00am - 2:00pm	edit	delete
<input type="checkbox"/>	Morning Jazz with Gary Walker	Daniel Karcher	admin	No	Fri, 03/27/2015 - 6:00am - 10:00am	edit	delete

Click “Publishing options”. Then make sure the Published option is checked. Click the “Save” button.



The image shows a dialog box titled "Publishing options" with a dropdown arrow. Inside the dialog, there are three checkboxes: "Published" (checked), "Promoted to front page" (unchecked), and "Sticky at top of lists" (unchecked). At the bottom of the dialog, there are two buttons: "Save" and "Delete". The "Published" checkbox and the "Save" button are circled in red.

▼ Publishing options

☒ Published

☐ Promoted to front page

☐ Sticky at top of lists

Save Delete